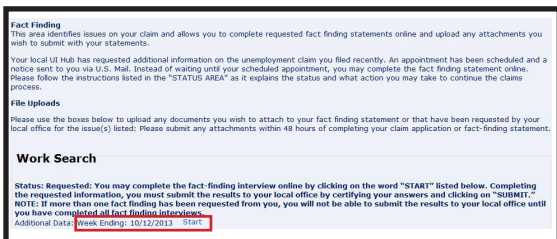


GUIDE TO COMPLETING A WORK SEARCH FACT FINDING ONLINE

If you do not complete one of your four required weekly work searches online via SC Works Online Services (jobs.scworks.org), you will not receive payment. To reactivate your benefits, you must complete an online fact-finding form and then continue to search for work weekly.

1. 

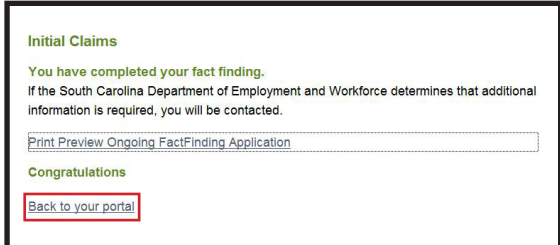
Log on to **MyBenefits.dew.sc.gov**, enter your User ID and click **Next**. Enter your password and click **Login**.

2. 

On the homepage, scroll down until you see the **Fact Finding** header. The portal will tell you which week ending date the work search fact finding is for. Click **Start** to begin.

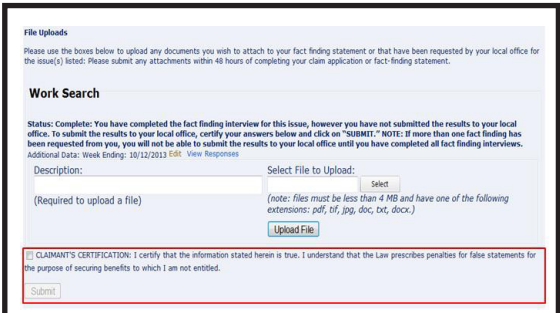
3. 

Next you will be asked a series of questions about why you did not make a job search through SC Works Online Services for the specific claim week ending date. Please note that if you select the **Made Online Job Search** option you will be asked to provide the username you used to log in to SC Works Online Services.

4. 

After providing all the required information, you will be given the option to Print/Preview your fact finding.

You must then click **Back to your portal** to certify your answers.

5. 

You will be given the option to upload additional documents to supplement your fact finding.

Verify that the information provided is true by clicking the certification box. Then click **Submit** so that DEW can make a determination on your eligibility for benefits.

You will then receive a written determination in the mail about your eligibility for the week.